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TO: Board of Supervisors

FROM: Dana Lilley, Supervising Planner

VIA: James Bergman, Director

DATE: October 15, 2014

SUBJECT: Request to Approve a Budget Adjustment

Recommendation:

It is recommended that the Board approve a budget adjustment to increase revenue and appropriations in FC 290 – Community Development, in the amount of \$750,000, to reflect recaptured HOME funds from the U.S. Housing and Urban Development Department (HUD).

Discussion:

In FY 2007-2008 the County allocated \$750,000 of HOME funds for a site acquisition in Cambria. An agreement between the County and Peoples' Self Help Housing Corporation was signed in 2009, specifying that the project must be completed by September 15, 2014. However, the project is still in the permitting and funding development stage, and all parties concur that the deadline cannot be met. HUD regulations require that if the project is not completed by September 15, 2014, a repayment of \$750,000 is required.

In return, HUD made this amount available for reallocation but with an associated timeliness requirement that the funds must be disbursed by July 31, 2014. On the June 17, 2014 Board hearing item 41, the County reallocated \$750,000 to the Courtland Street Apartments Project (a 35 unit low income housing project) by People's Self Help Housing. The allocation was based on the urgency of the timeliness requirement and the project's ability to quickly expend HOME funds in time.

Other Agency Involvement/Impact:

This request has been coordinated with Peoples' Self Help Housing Corporation (PSHHC).

Financial Consideration:

It is requested that the Board approve a budget adjustment of \$750,000 to increase the originally budgeted HOME allocations of \$726,163 in FY 2014-2015. This budget adjustment reflects the recaptured funds from HUD.


Results:

Approval of the adjustment to the Community Development's budget will make the availability of HOME funds consistent in SAP financial system and HUD's Federal Treasury.



P.O. Box 8107, San Luis Obispo, CA 93403-8107
995 Palm Street (805) 781 - 5991
Library Administration (805) 781 - 5784
www.slolibrary.org

TO: Board of Supervisors

FROM: Christopher Barnickel – Library Director 

DATE: November 25, 2014

SUBJECT: Request to accept cash donations and authorize a budget adjustment in the amount of \$20,119.90 from the Library's gift trust fund to FC 377 – Library operating budget.

Recommendation

It is recommended that the Board accept cash donations and approve a budget adjustment in the amount of \$20,119.90 from the Library's gift trust fund to the Library operating budget. This requires a four-fifths vote.

Discussion

This transfer allows the Library to utilize funds contributed by individuals and community organizations in various parts of the County. Library funds have been expended on books, materials and other supplies, as requested by the contributory individuals and organizations. This transfer will reimburse the Library, from the Gift fund, for such monies spent.

Other Agency Involvement

We have coordinated this request with the County Auditor/Controller Office.

Financial Considerations

This is a routine transfer procedure with funds contributed from the various communities. No additional funds are requested. This transfer covers July 1 through September 30, 2014 expenditures.

Results

To accept \$20,119.90 in gift funds that will allow the Library to augment services to the public.

Attachments

San Luis Obispo County Library
Gift Fund Transfer Report
First Quarter
Fiscal Year 2014 - 2015

Vendor	Gift Fund	Payment
Baker & Taylor	Sarah Day Memorial G & L - GGAY	73.77
	Atascadero - Book Fund - OA3	1140.87
	Cambria Comm Council - OC1	444.54
	Cambria Friends - OC2	614.27
	Morro Bay - AAUW - OM1	34.82
	SLO - Friends - Adult - OO9C	2,259.23
	SLO - Friends - Book Club Box - OO9E	374.10
	SLO - Friends - Reference - OO12	10.63
	Santa Margarita Friends - OR4	721.33
	So Co - Friends - OS6	1,406.10
	South Bay Library Asc. - OY1	1,113.37
Baker & Taylor Ent	SLO - Friends - AV - OO9B	813.65
	South Bay Library Asc. - OY1	263.49
Amazon	Library Summer Reading - OF1	336.17
	SLO - Friends - AV - OO9B	(3.27)
Walmart	SLO - Friends - AV - OO9B	148.81
Findaway World	SLO City Friends - Adult - OO9C	492.35
Scholastic	Library Summer Reading - OF1	1,054.77
Gaylord Bros.	SLO - Branch Fund - OO	335.37
Gale Group	Sarah Day Memorial - GDAY	624.05
EBSCO	Cambria - L Gleicher Trust - OC3	1,799.40
	Morro Bay - Branch Fund - OM	1,075.76
Overstock.com	SLO - Erma Yundt Fund - OO2	213.71
SLO Co. 4-H	SLO - Rita's Rainbow - OO21	404.51
Demco	Cambria Branch Fund - OC	66.89
Staples	Atascadero Friends Fund - OA1	312.97

San Luis Obispo County Library
Gift Fund Transfer Report

First Quarter
Fiscal Year 2014 - 2015

Vendor	Gift Fund	Payment
SLO Donut Co.	SLO - Friends - Juvy - 0014	14.90
The Sign Place	SLO - Irma Yundt Fund - 002	332.53
Am Library Assoc.	SLO - Various Gift Funds - 008	80.98
Trader Joe's	SLO - Friends - Juvy - 0014	13.47
Audio Editions	South Bay Library Asc. - OY1	86.36
Summer Reading Program Performers	Green Cr Music	825.00
	Jessica Wilson	200.00
	Gerald Laspines	1,000.00
	Victoria Goring	550.00
	Cynthia Wood	120.00
	Nina Ryne	200.00
	Bob Thomas	50.00
	WHAR Wolf Rescue	515.00
Total 1st Quarter Transfer		\$ 20,119.90



DEPARTMENT OF SOCIAL SERVICES

*3433 South Higuera Street; Post Office Box 8119
San Luis Obispo, California 93403-8119*

TO: Honorable Board of Supervisors

FROM: Leland W. Collins
Social Services Director

DATE: November 25, 2014

SUBJECT: Request to accept gift funds in the amount of \$897.20 and approve a budget adjustment to move the funds from the Social Services Gift Trust Fund to the FC 180- Social Services Administrative operating budget.

Recommendation

It is recommended that the Board accept gift funds in the amount of \$897.20 and approve a budget adjustment to move the funds from the Social Services Gift Trust Fund to the FC 180- Social Services Administrative operating budget. (4/5ths vote required)

Discussion

Donated funds are accumulated in a gift trust account when they are received. After acceptance by your Board, they are transferred to Fund Center 180, Social Services Administration. The funds are used to help children, adults, and families who have special needs that are not provided for in our regular mandated programs. Examples of items to be purchased using Donated Funds may be, but are not limited to: Special outings or events, educational and recreational camps or activities, club memberships, graduation presents, school events requiring uniforms, swimming, music or dance lessons, medical care not covered by Medi-Cal, family-building activities, and crisis intervention services. All other sources of funding are explored before money from donated funds is utilized and funds are to be used for one-time or short-term duration.

Other Agency Involvement/Impact

None.

Financial Considerations

Donations in the amount of \$897.20 to be transferred from the gift trust account to Fund Center 180, Social Services Administration.

Results

- To enhance the quality of personal life for children, adults and families and/or to enhance the quality of services provided by regular mandated programs.
- To improve the well being of our community through services that protects children and adults and focus on personal responsibility.



DEPARTMENT OF SOCIAL SERVICES

*3433 South Higuera Street, Post Office Box 8119
San Luis Obispo, California 93403-8119*

TO: Board of Supervisors

FROM: Leland W. Collins, Social Services Director

DATE: November 25, 2014

SUBJECT: Request for Relief from Accountability

Recommendation

It is recommended that your Board approve a Request for Relief from Accountability in the amount of \$20,790.44 for the current quarter.

Discussion

State Fiscal Manual Section 25-480 and Government Code Section 25257 require the Department of Social Services to obtain Board approval for discharge of accountability for debts owed as the result of the overpayment of public assistance benefits. Since Welfare and Institutions code 10850 requires that the names of individuals be held confidential, the Department is providing a summary by program of these debts.

Rules and regulations governing aid payments are complex, change frequently and mandate that certain overpayments cannot be billed. The State Manual of Policies and Procedures for Eligibility and Assistance Standards (MPP EAS) Regulation 44-350.161[b] and 44-352.3 state that no further collection efforts shall be made if the county determines that the cost to collect the overpayment exceeds the amount to be recovered, if the debtor dies, if the debtor is unable to locate or if the debtor undergoes Bankruptcy.

The current Relief of Accountability covers the July through September 2014 quarter case cleanup. The Department has pursued all available means of collection including (if applicable) monthly billing, repayment agreements, benefit reductions and tax intercept. After a lengthy timeframe of collection attempts, these amounts were determined as appropriate to be written off.

Other Agency Involvement

None.

Financial Considerations

This request for relief is for a combination of CALWORKS, Food Stamps and General Assistance debts. The total amount from which the Department is requesting relief is \$20,790.44 for 77 total debts.

Of these 77 debts we have identified:

CALWORKS – 23 debts totaling \$10,818.12 with a County share of cost of \$324.54

CalFRESH – 51 debts totaling \$9,573.32. There is no County share of cost for Food Stamps.

General Assistance – 3 debts totaling \$399.00. General Assistance is 100% County funded.

Results

By relieving the Department of the requested \$20,790.44, collection staff will be released from the task of reviewing and maintaining records of debts that are no longer collectable for the aforementioned reasons.



County of San Luis Obispo County

General Services

Machelle Vieux, Interim Director

TO: Board of Supervisors

FROM: Machelle Vieux, Interim Director of General Services

DATE: October 15, 2014

SUBJECT: Request to declare forty-two (42) vehicles surplus and authorize disposal

RECOMMENDATION

It is recommended that the Board:

- Declare the attached list of forty-two (42) vehicles as surplus,
- Authorize removal from the County fleet, and
- Authorize their sale to recover salvage value in accordance with County Code Section 2.36.030 (5).

DISCUSSION

The Director of General Services acts as the Purchasing Agent and is charged with the responsibility to handle and dispose of surplus property. Your Board is routinely requested to declare items surplus for their disposal and recovery of salvage value. The resale of county vehicles is authorized by County Code Section 2.36.030 (5). This code provides the authority to sell, salvage, destroy or otherwise dispose of any personal property belonging to the county and found by the Board of Supervisors not to be required for public use.

Fleet Services has reviewed each of the forty-two (42) vehicles listed on the attached table and recommend that they be declared surplus. It is important that this equipment be re-marketed in an expeditious manner in order to optimize the resale value.

The sale of surplus vehicles represents revenue to the County. The vehicle sale proceeds are allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles.

OTHER AGENCY INVOLVEMENT/IMPACT

All departments participate in utilizing the fleet in some form. Departments and Fleet Services coordinate the regular replacement and disposal of vehicles as part of ongoing Fleet Services operations.

FINANCIAL CONSIDERATIONS

The sale of surplus vehicles represents revenue to the County, which is allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are

returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles. An estimate of the revenue that is generated by the sale of these vehicles is not known at this time since revenue realized is subject to variability associated with market conditions.

RESULTS

Periodic disposal of County surplus generates revenue and frees up limited storage space. Staff utilizes the most practical and efficient methods of disposal, thereby enhancing the County's surplus operations and contributing to a well governed community.

**Attachment A
County of San Luis Obispo
Surplus Equipment List**

EQ#	Year	Make	Model	Vin/Serial	Department
01799	2012	Ford	Escape	1FMCU0C77CKC19696	Sheriff
1588P	2005	Ford	F450 C	1FDXF46P65EC37767	Fleet Services
01821	2011	Chev	Caprice	6G1MK5T29BL536223	District Attorney
00946	2000	Plymouth	Neon	1B3ES46C6YD725004	Fleet Pool
00979	1993	Ford	Ranger	1FTCR10X3PUB99084	Golf
01495	2003	Ford	Ranger	1FTYR10U93PB49634	Assessor
01442	2003	Ford	Ranger	1FTYR14V13PA32052	AG Commissioner
01570	2004	Chev	Cavalier	1G1JC52F347261218	Motorpool
00418	2001	Dodge	Neon	1P3ES46CX1D220796	DSS
00773	2003	Ford	Ranger	1FTYR14V83PA46546	Parks - Lopez
00416	2001	Dodge	Neon	1B3ES46C61D209778	DSS
00382	2002	GMC	Safari	1GTD19X32B509390	DSS
01218	2003	Ford	Explorer	1FMDU72K43ZB10137	Sheriff
01494	2003	Ford	Focus	1FAFP33P13W103239	Assessor
01487	2003	Ford	Focus	1FAFP33P43W103235	Assessor
01911	2007	Ford	Taurus	1FAFP53U67A205723	Mental Health
02034	2010	Ford	Fusion	3FAHP0HG3AR259203	Sheriff
01956	2007	Ford	Focus	1FAFP34N97W257166	DSS
01986	2010	Ford	Explorer	1FMEU7DE9AUA49009	Sheriff
02013	2008	Chev	Impala	2G1WT155N981313950	DSS
01278	2011	Ford	Crown Vic	2FABF7BV2BX103128	Sheriff
01740	2006	Ford	Focus	1FAFP34N76W248285	DSS
01727	2006	Ford	Focus	1FAFP34N56W242677	Environmental Health
01991	2010	Ford	Fusion	3FAHP0HG4AR259209	Sheriff
01515	2003	Ford	Focus	1FAFP33P73W103245	AG Commissioner
01702	2007	Chev	Malibu	1G1ZT58F37F254824	Sheriff
01457	2003	Ford	Ranger	1FTYR10E93PA46545	AG Commissioner
01960	2008	Ford	Ranger	1FTYR14E58PA37942	Farm Advisor
01769	2006	Ford	Escape	1FMYU93176KC72442	Probation
01712	2006	Ford	Taurus	1FAFP53U76A250295	Probation
01437	2003	Ford	E-350 Van	1FBNE31L33HA45252	Drug and Alcohol
01550	2005	Ford	Ranger	1FTYR14E15PA42809	Parks - Pecho
01987	2010	Ford	Explorer	1FMEU7DE9AUA43220	Sheriff
01791	2010	GMC	C1500	1GTR1UEA9BZ200094	Sheriff
01928	2007	Chev	Malibu	1G1ZS58F67F249927	Sheriff
01954	2007	Chrysler	Town and Cou	1A4GJ45R87B240593	DSS
00063	2001	Ford	Crown Vic	2FAFP71W71X169944	Sheriff
01671	2004	Chev	Trailblazer	1GNDS13S842222415	Probation
01285	2011	Chev	Caprice	6G1MK5T27BL541839	Sheriff
01286	2011	Chev	Caprice	6G1MK5T20BL541942	Sheriff
01287	2011	Chev	Caprice	6G1MK5T2XBL541785	Sheriff
01288	2011	Chev	Caprice	6G1MK5T21BL541741	Sheriff



DEPARTMENT OF SOCIAL SERVICES

*3433 South Higuera Street, Post Office Box 8119
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TO: Board of Supervisors

FROM: Leland W. Collins, Social Services Director

DATE: November 25, 2014

SUBJECT: Request to amend the fixed asset list for Fund Center 407 Fleet Services by adding one van to replace a van in the Department of Social Services' fleet.

Recommendation

It is recommended that the Board Amend the Fiscal Year 2014-2015 Fixed Asset list for Fund Center (FC) 407 – Fleet Services to add a replacement van to the Department of Social Services' fleet.

Discussion

On August 17, 2014 a van belonging to the Department of Social Services was parked outside a DSS leased office building located at 3563 Empleo Street in San Luis Obispo. A Eucalyptus tree fell on the van damaging it beyond repair, resulting in a total loss. This van was heavily used by the DSS Team Services staff for daily mail and supply delivery to the various Social Services regional offices.

The DSS Vehicle # 1954 a 2007 Chrysler Town and Country van was purchased for the Department of Social Services in Fiscal Year 07/08. This vehicle was originally purchased on January 31, 2008 for \$14,157.00 The DSS budget reflected this expenditure in the FY. If approved, Fleet Services can add a replacement vehicle to their budgeted fixed asset list and the DSS budget FC 180 will reflect the expenditure purchase. The estimated purchase amount is \$25,000.00

Although Fleet Services has provided a loaned vehicle, there are daily costs to the department. DSS would like to replace the van as soon as possible. Liability is yet to be determined and insurance investigations are still pending. It is not known when these insurance investigations will be finalized; however, any settlement proceeds are expected to be reimbursed to the Department's budget FC 180.

Other Agency Involvement

The requested fixed asset replacement has been discussed with the Administrative office and coordinated with Fleet Services.

Financial Considerations

The cost of the requested replacement van is estimated at \$25,000.00 and will be purchased with existing appropriation in the Department of Social Services FY14/15 budget. The amount will come from savings in the Services and Supplies budgeted accounts. This item will have no impact on the department's budgeted level of General Fund support.

Results

The requested action will enable the departments to expend the budgeted amount from the correct budget account and allow it to be assigned to the proper asset. The Department of Social Services will replace the van to their vehicle fleet.